

INF

Fiscal Year 2004 Best Practices Awards

STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas, Missouri ED,
(Child Nutrition Programs) Montana OPI, Nebraska ED, North Dakota,
South Dakota, Utah, and Wyoming ED

The United States Department of Agriculture is pleased to announce the 2004 "Best Practices Awards" in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). In order to encourage and reward outstanding practices in school food service, the Department will recognize outstanding practices in four categories in schools and School Food Authorities (SFAs) participating in the NSLP and/or SBP.

The four categories include Reaching Needy Children in the Summertime, School Breakfast Program Access, Increasing Consumption of Fruits and Vegetables by Participants and the Healthy School Nutrition Environment. Each of these categories is the important to a healthy school environment and has an impact on nutrition and physical activity. Please review the categories on Attachment 1.

I encourage you to nominate schools and SFAs in your State for outstanding and innovative practices in any of these areas and encourage others to make nominations as well. Nominations will be accepted from State Education Agencies, SFAs and schools participating in the NSLP and/or SBP. Our office will present awards to a winner in each category.

A nomination should consist of:

- a complete and accurate description of the practice (at least 250 but not to exceed 300 words)
- appropriate numbers, such as: dollars saved or increased participation
- relevant history, impact, and/or cost effectiveness
- documenting photographs or newspaper articles
- one copy of any coloring books, posters or videos that have been developed
- name and telephone number of a contact person (these should be printed or typewritten to alleviate any question of spelling)
- mailing address
- size or average daily participation of school or SFA
- the category for the nomination

The School Food Authority/School Nomination Form is provided as Attachment 2.

There is no limit to the number of nominations each State Agency (SA) may submit for each category; however, SAs are required to screen nominations to determine that the SFA has an "overall" well-administered program. If the school has received a recent Coordinated Review Effort or School Meals Initiative review, that information should be considered in the evaluation process as well.

The criteria, which will be used in evaluating nominees, are provided in Attachment 3, and we encourage you to provide this information to your SFAs.

**NOMINATIONS MUST BE RECEIVED IN OUR OFFICE BY APRIL 15, 2004. I
Nominations received after this date will not be considered.**

This program has been quite successful and has provided positive recognition and support to programs and individuals around the Region who are striving to operate outstanding meal programs. After selection and notification is made, all participants will receive a list of those nominated, the winners and their activities. I hope you will lend your time and support to this worthwhile effort.

If there are any questions, please contact Pam Fields at (303) 844-0354.

DARLENE SANCHEZ
Regional Director
Special Nutrition Programs

Attachments

bcc: Craig Forman, MPIN
All Field Offices
CACFP/SFSP
School Programs Section
Program Operations/ROAP Team
Program Operations/Food Distribution-One Routing Copy

FNS:MPCN-200:PFIELDS:
FILE: CN 1-1 (SFBPINF2004)

BEST PRACTICES AWARDS CATEGORIES

Ideas are given for each category, however, these ideas are not intended as limitations. Nominations of creative or innovative ideas in all areas are encouraged. The four categories are:

Reaching Needy Children in the Summer - School Food Authorities that expand school lunch or breakfast service under the National School Lunch or School Breakfast Programs during the summer months or who sponsor or vend summer feeding programs under the Summer Food Service Program to reach needy children. Nominated School Food Authorities should receive credit for all meals served to needy children under both School Nutrition Programs and the Summer Food Service Program. Provide the best available number or estimate of the total number of meals served in June and July, School Years 2003 and 2004 by meal type; i.e., breakfasts, lunches, and snacks.

Increasing School Breakfast Program Access - Activities and/or other creative or innovative ideas that were developed to promote the school breakfast program, increase participation in an existing school breakfast program or to establish a new breakfast program in a nonparticipating site(s). Identify barriers to participation and how they were eliminated. Note any partnerships that were developed within the community to collaborate on ways to improve the breakfast program participation or to start new breakfast programs. Include activities to promote School Breakfast Week. Include enrollment and participation figures and percent of increase and/or the number of new programs established.

Increase the Consumption of Fruits/Vegetables by Participants - Develop best practices for increasing fruit (both fresh and dried) and fresh vegetable consumption. Develop partnerships with health programs like 5-A-Day whose goal is to increase the average consumption of fruits and vegetables to five or more servings daily through activities and special events. Note any impact on eating behaviors, like snack choices and increased participation in the school meal programs

Healthy School Nutrition Environment - There are six components of a healthy school nutrition environment. Each one is important and has an impact on nutrition and physical activity. The definitions of success, suggested activities, and how to's for making improvements are listed in the Guide to Local Action booklet in the Changing the Scene Kit. There are no limits to the number of components you may select. The components are:

A Commitment to Nutrition and Physical Activity
Quality School Meals
Other Healthy Food Choices
Pleasant Eating Experiences
Nutrition Education
Marketing

NOMINATION FORM

National School Lunch Program Best Practices Award
U.S. Department of Agriculture/Food and Nutrition Service

Name of School or School Food Authority (i.e. Sponsor) being nominated (no individuals, please):

Mailing Address:_____

Average Daily Participation:_____ **Number of Schools:** _____

Category (*check only one*):

Reaching Needy Children in the Summer

Increasing School Breakfast Program Access

Increase Fruit/Vegetable Consumption

Healthy School Nutrition Environment

Submitted by (Type or Print Name/Title): _____

Phone Number_____ **Fax Number**_____

Mailing Address (*if different than school being and nominated*):

Description of Practice (*Include information on cost, history, and impact. Supporting documents or additional pages may be attached*)

BEST PRACTICES AWARDS CRITERIA

1. Evidence of sustained excellence (20 points)

Consideration should be given to overall management of the program. Schools and school food authorities that have run a superior program for some length of time should receive the highest score.

2. Innovation (20 points)

An idea that gives a new and effective twist to an old solution or that is an innovative and successful addition to school food service should be rated accordingly. Creative and clever ideas should receive maximum ratings.

3. Impact (20 points)

Evidence of increased participation or increased support or recognition from students, parents, teachers, or the community.

4. Cost effectiveness and efficiency (20 points)

The idea should make good use of the available resources and labor. An expensive new computer system that makes a major improvement in efficiency could be cost effective if the expenditure is in proportion to the results. Manpower and budgetary requirements should be reasonable in relation to the results.

5. Transferability (10 points)

Awards should establish standards of excellence for other States to strive toward. Some judgment should be made as to how easily the idea could be implemented by other schools or SFAs.

6. Presentation (10 points)

The material should be well presented. It should be well organized, complete, clear and succinct. Although well-written material may be rated highly, objective measures of success, results, and such items as photographs or letters of support from appropriate users, i.e., students, PTA member or teachers should also be considered as part of the presentation.